

S-E-C-R-E-T

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Revision [REDACTED] General Separation Actions

1. There is submitted herewith for authentication, a proposed revision of Regulation [REDACTED]

2. The major changes are in paragraphs 4 and 7. Paragraphs 4a(1) and (2) have been revised to provide a procedure whereby the Director of Personnel may be advised of the circumstances surrounding the separation of an employee when security or other than normal reasons are involved.

3. Paragraph 7a(1) has been revised to prescribe a procedure for processing separation actions. The purpose of this procedure is to accelerate payroll processing for employees leaving the Agency. Paragraph 7a(2) has been added because of the change in paragraphs 4a(1) and (2).

4. The only other changes in the attached revision are corrections in terminology to reflect current individual and organizational titles.

5. Publication of the changes in paragraphs 4 and 7 is requested by the Director of Personnel. The Director of Personnel advises that the changes in paragraph 4 were developed in collaboration with the Inspector General, General Counsel, and Director of Security, and no further coordination has been effected. The change in paragraph 7a(1) has been formally coordinated with and concurrence obtained from the following offices:

Office of the DD/I
Office of the DD/P
Inspector General
General Counsel
Office of the Comptroller
Office of Communications
Office of Personnel
Office of Training
Office of Security

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Chief, Regulations Control Staff

Attachment:

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